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Sub: Guidelines on ship security plan

1. Consequent to amendments to SOLAS Chapter -XI, following types of ships engaged on International voyages shall carry on board a Ship Security Plan.

- ..1 Passenger ships, including high-speed passenger craft;
- ..2 Cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
- ..3 Mobile offshore drilling units.

2. Attention is invited to Section 9.1 -Part-'A' of the International Ship and Port Facility Security Code (ISPS) Code wherein the Ship Security Plan is to be approved by the Administration. Considering the fact that preparation of such plan requires assessment of the security arrangements on ships for the purpose of compliance of Section 9- Part-'A' of the ISPS Code and further realizing that all requirements of the ISPS Code including the Ship Security Plan shall be in place on or before 1st July'2004, all Indian Shipowners coming under the purview of ISPS Code are advised to take necessary initiatives so as to comply with the same at the earliest preferably by 31st October 2003. Delayed submission may result in delayed approval and consequent delayed verification and certification which may in some cases result in ships missing the deadline of 1st July 2004.

3. The Ship Security Plan prepared in accordance with Parts -'A' and 'B' of the ISPS Code, shall be submitted in printed form (two copies) and one copy in electronic format (CD) for approval of the Nautical Advisor to the Govt. of India. The part of the plan which may be "Classified and Confidential" shall be identified separately to maintain confidentiality.

4. For preparation of Ship Security Plan, the broad '**generic guidelines**' are enclosed herewith for the benefit of the shipping Industry.

5. This issues with the approval of the Nautical Advisor to the Govt. of India.

GUIDELINES ON SHIP SECURITY PLAN

1. These guidelines have been developed to assist with the preparation of Ship Security Plan as

required by Section 9 of ISPS Code of Part-'A'. The Ship Security Plan should broadly cover the elements of Section 9 of ISPS Code of Part-'A' and in accordance with guidelines given in Section 9 of ISPS Code of Part-'B'.

2. The plan may encompass the following Chapters, sub chapters and appendix.

Chapter 1 Introduction and Purpose

- ..1 Introductions
- ..2 Purposes
- ..3 Objectives

Chapter 2 Definitions

- ..1 CSO, SSO, Security Levels etc.

Chapter 3 Security Policies

- 3.1 Company
 - ..1 Company profile
 - ..2 Company Security Policy Statement
 - ..3 Company Security Officer (CSO)
- 3.2 Ship
 - ..1 Ship Security Organization Chart
 - ..2 Ship Security Officer (SSO)
 - ..3 Overriding Authority Of Master w.r.t. Security of Ship
 - ..4 Duties of Shipboard Personnel
 - ..5 Interfacing With Port Facility Activities
- 3.3 Shipboard Security Team (SST)
- 3.4 Security Briefings
- 3.5 Crew Member Security Plan

Chapter 4 Security Equipments (As Applicable)

- ..1 Alarm Systems
- ..2 Ship Security Alert System.
- ..3 Electronic Devices at Main Embarkation Ports
- ..4 Close Circuit Television Cameras
- ..5 Procedures for Use of Security Equipments

Chapter 5 Threat Level Guidance

- ..1 Threat Levels
- ..2 Security Level 1
- ..3 Security Level 2
- ..4 Security Level 3
- ..5 Determining Security Level in port
- ..6 Determining Security Level at Sea

Chapter 6 Security Measures at Security Level 1

- 6.1 Access Control
 - 6.1.1 Responsibility for Access/Door Controls
 - 6.1.2 Approval of Access/Door Opening
 - 6.1.3 Restricted Areas
 - ..1 Restricted Area Policy
 - ..2 Designated Restricted Area Sign
 - ..3 Access to Restricted Area
 - ..4 Vulnerable Point

- ..5 Stores and spares Lockers
- ..6 Master Keys
- ..7 Control of Keys to Restricted Areas
- ..8 Lighting

6.2 Boarding Procedures

- ..1 Crew Identification
- ..2 Visitors Identification

6.3 Monitoring and Inspection Procedures

- ..1 Checking of Belongings
- ..2 Checking Of Crew and Visitors for Drugs & Weapons
- ..3 Security Patrol
- ..4 Screening for Weapons, Explosives & Unlawful Drugs

6.4 Other Security Measures

- 6.4.1 Handling of Cargo
- 6.4.2 Handling of Dangerous Goods/Hazardous Substances
- 6.4.3 Handling of Stores and Provisions

6.4.4 Communications

- ..1 Internal Communications
- ..2 External Communications
- ..3 Co-ordinations With Port Facility
- ..4 Reporting Security Incidents
- ..5 Position Reporting System

6.5 Records

Chapter 7 Security Measures at Security Level 2 in addition to those at Security Level 1)

7.1 Access Control (same as security level 1)

7.2 Boarding Procedures (in addition to security level 1)

- ..1 Visitors Identification

7.3 Monitoring and Inspection Procedures

- ..1 Security Patrol
- ..2 Carry on Articles (Crews & Visitors)
- ..3 Stores and Provisions (Category 1 & 2)

7.4 Other Security Measures (at sea, in port/at anchor)

Chapter 8 Security Measures at Security Level 3 in addition to those at Security Level 2

8.1 Access Control (no additional measures to security level 1)

8.2 Boarding Procedures

- ..1 Visitors Identification (Company/Supply/Crew visitors)

8.3 Monitoring and Inspection Procedures

- ..1 Security Patrol
- ..2 Bomb/Drug Search
- ..3 Stores and Provisions (Category 1 & 2)

8.4 Other Security Measures (Communication)

Chapter 9 Security Training

- ..1 Ship Security Officer (SSO)
- ..2 Crew Security Training
- ..3 Security Drills and Exercises with Schedule

Chapter 10 Audits and Reviews

- ..1 Internal Audits
- ..2 Plan Reviews
- ..3 Plan Documentation and Control
- ..4 Approval and Certification

Appendix

Appendix 1: Ship's Details

Appendix 2: Contingency Procedures for Bomb Threat, Pirates Attack, Unauthorized Boarding/ Hijacking, Stowaway, Smuggling of illegal contraband

Appendix 3: Security Incident Report Form

Appendix 4: Declaration of Security Form

Appendix 5: Security Training and Drill Schedule

Appendix 6: Duties and Responsibilities of Ship's Crew

Appendix 7: Contact Details of Govt. of India

Appendix 8: Cross Reference with ISPS Code if any.

The Ship Security Plan should be prepared in a "Quality Document Format" and there should be a provision to indicate the details of amendments, revisions if any and also indicate the control status.

The Ship Security Plan should clearly indicate compliance giving cross-reference to ISPS Code Part 'A' & 'B' with the Chapters/Sub Chapters/Appendices of Ship Security Plan.

Sd/-

(Capt. H. Khatri)

Nautical Surveyor